

Baraboo Community Development Authority
Minutes of the Regular Monthly Meeting
Tuesday, July 2, 2019

The meeting was called to order by Chairperson Wastlund at 7:00 p.m. in the Community Room, Donahue Terrace Apartments, 227 First Ave., Baraboo, WI 53913

I/II. Call to Order/Roll Call

Present: Wastlund, Fordham, Koehler, Bobholz, Kierzek, Petty, Skare
Absent: None
Staff: Patrick Cannon

III. Note of Compliance with Open Meeting Laws

The Chair noted that the agenda was posted in compliance with the Wisconsin State Statutes.

IV. Approval of Agenda

A motion was made to approve the agenda as presented.

Fordham (1); Petty (2)
Aye: All via voice vote
Nay: None

V. Approval of Minutes

A motion was made to approve the meeting minutes for June 4, 2019 and June 13, 2019 as presented with minor changes.

Kierzek (1); Bobholz (2)
Aye: All via voice vote
Nay: None

VI. Announcement of Public Events

The City will be celebrating the July 4th Holiday

VII. Public Comment

No one wished to make a comment at this time.

VIII. Receipt of Financial Statements and Approval of Vouchers

- a. June 1, 2019 to June 28, 2019 Vouchers
- b. Financial Statements (not available for meeting, will be distributed)
- c. Vacancy Report
- d. Outstanding Loan Report

A motion was made to approve the vouchers as presented.

Koehler (1); Petty (2)
Aye: All via voice vote
Nay: None

IX. Executive Report

The report was included in the packet.

X. Committee Reports

A. BEDC

The last BEDC meeting included a tour of the Sauk County Detention Facility and a presentation by Sheriff Meister

B. Executive Committee

The Committee met earlier this evening and will provide their recommendations later in the CDA agenda.

C. Finance

The Committee has not met since last CDA meeting.

D. Loan Review Committee

The Committee has not met since last CDA meeting.

XI. Old Business

1. Update on CDA Projects

a. Web Site RFP

The City's new Web Page is on line. CDA is going to update their section of the site.

2. Update on CLOSE program

Staff indicated that the CDA's involvement with the project has been completed and the standing agenda item will be removed.

3. Consideration and discussion of CDA Strategic Plan

The Board would like to meet again to continue these discussions.

XII. New Business

A. Consideration and discussion of a Loan Manual for new economic development fund

The Executive Committee had previously made reviewed the proposed manual. Staff was directed to make the adjustments and present this to the Board for consideration.

After careful review, the Board moved to approve the Loan Manual with minor corrections.

Motion: To approve the Loan Manual with minor changes as provided by the Board.

Fordham (1); Bobholz (2)

Aye: All via voice vote

Nay: None

B. Consideration and discussion of a loan write off for Virginia Davis

It was noted that Ms. Davis recently passed away and had an outstanding debt to the CDA. Her estate has no funds available to pay this debt. Therefore, the CDA needs to take formal action to write off this outstanding debt.

Based upon a recommendation from the Executive Committee to write off the debt, a motion was made to formally take action on the write off the outstanding debt.

Motion: As recommended by the Executive Committee, the outstanding debt owed by Ms. Virginia Davis in the amount of \$704.68 is to be written off the CDA Financial Records

Bobholz (1) Petty (2)

Aye: All via Voice Vote

Nay: None

C. Consideration and discussion of changing the date/time for future CDA meetings

Due to the timing of the agendas and the close of each month's financial reports, Staff requested to know if there was any interest in changing the date/time of the monthly CDA meetings. After reviewing the option, the Board decided not to change the date/time of the meeting, but rather will wait for the completed Financial Statements to be prepared and will approve at the next monthly meeting. No action was taken.

XIII. Board Member Comments

Referral of a review of the Bi-Laws to the Executive Committee

XIV. Public Comment

None

XV. Adjournment

Motion:

To adjourn the meeting at 7:41 pm

Kierzek (1); Petty (2)

Aye: All via voice vote

Nay: None

Minutes were approved by the Community Development Authority on:

Carolyn Wastlund, Chairperson

Patrick Cannon, Recorder